

MINIBUS DRIVER – APPLICATION INFORMATION

An Application Form should be completed, and sent by post, together with a hand-written covering letter and recent photograph, addressed to the Bursar, Durlston Court School, Becton Lane, Barton-on-Sea, Hampshire BH25 7AQ.

Durlston Court School is committed to safeguarding and promoting the welfare of children, and the Child Protection (Safeguarding) information below explains how this commitment is reflected in our recruitment procedures.

Information about the school, as well as a Job Description and Person Specification are available on the school website www.durlstoncourt.co.uk or from the school.

If you have any queries about the post or the application process, please contact the school on 01425 610010.

Child Protection (Safeguarding) Recruitment Policy

Candidates should be aware that this post involves some degree of responsibility for safeguarding children and any appointment cannot be confirmed until all required checks have been satisfactorily completed.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete an enhanced level Disclosure from the Criminal Records Bureau.

We will seek references on shortlisted candidates, and may approach current and previous employers for information to verify particular experience or qualifications, and suitability to work with children, before any final interview.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police, and/or dcsf Children's Safeguarding Operation Unit.

In accordance with the dcsf directive with regard to the recruitment of new staff, if invited for interview, you will need to bring the following documents with you:

1. Verification of your qualifications as outlined in your Application
2. Two proofs of identity such as Birth Certificate, Passport or Driving Licence
3. Where appropriate, any documentation evidencing a change of name
4. Two proofs of residence at your address, i.e. utility bills or bank/building society statement
5. Where appropriate, documentation evidencing your right to work in the UK
6. Enhanced Disclosure from the CRB relating to your current employment

This will enable the required pre-appointment checks to be carried out and will support an application to the Criminal Records Bureau if you are subsequently offered the post.

DURLSTON COURT SCHOOL
APPLICATION FOR NON-TEACHING APPOINTMENT

Please use black ink in completing this form

1. Application for the post of **MINIBUS DRIVER** (as advertised)

at **Durlston Court School**

2. Personal Details

Surname First Names

Title Any Previous Surnames

Address

Daytime Tel No. Evening /Mobile Tel No.

E-mail NI Number

3. Education (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

4. Job related training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

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5. Employment history

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements. **A continuous employment history is required from when you left full-time education.**

Current employer

Employer's name

Address

Postcode

Post held Date appointed Notice period

Hours *per week* Rate of pay Annual pay

Previous experience (most recent employer first). **Please include details of gaps in employment here.**

Employer's name and type of business	Post held	Date				Reason for leaving
		From	To			
		Month	Year	Month	Year	

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6. Reasons for applying for this post

7. Experience and personal skills

Please give details of all your experience, skills and abilities relevant to the post applied for.

If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, eg parent governor, playschool assistant, committee member, treasurer of a club, volunteer etc. Attach a continuation sheet if necessary.

8. Additional relevant interests (Such as membership of any club, leisure activities and hobbies)

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9. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present manager). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) Present Employer
Name
Address
Tel No (inc. STD code)
Fax No
Email address
Occupation

(2)
Name
Address
Tel No (inc. STD code)
Fax No
Email address
Occupation

10. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "spent".

Have you ever been convicted of any criminal offences warned or reprimanded in or been officially cautioned relation to any such offence?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA)?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Bursar and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Enhanced Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**

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11. Medical Fitness

The information on this form will be screened to assess your medical suitability for the post that you have applied for. You may be asked to complete a pre-employment health questionnaire if appointed.

Please read the following and answer as accurately as possible:

1. Do you have / have you had any major illnesses / absences ? YES / NO
2. Have you ever been retired or had your employment terminated due to ill health ? YES / NO
3. Do you have any medical condition that may affect your work ? YES / NO
4. Are you under any medical treatment / supervision at present ? YES / NO
5. How many days sickness absence have you had in the past 2 years ? _____ days
6. Was this only one episode of illness ? YES / NO
7. If No, how many different episodes were there within this time ? _____ episodes

The Disability Discrimination Act (1995) defines a disabled person as: "a person who has or has had in the past a physical or mental impairment which had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition, do you consider yourself to be disabled? **YES / NO**

If YES, are there any adjustments that would assist you in your application for selection process, or for carrying out the duties of this post?

Applications from people with disabilities are welcome

12. WORKING IN THE UK

Do you require a permit to work in the UK? **YES / NO** If **YES**, do you have a current permit to work **YES / NO**

If **YES**, you will be expected to produce at interview the original permit along with originals of any other documentary evidence that you are eligible to work in the UK.

13. DECLARATION

I understand that if I am appointed, personal information about me, which I have provided to the school during the application process, may be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Applicant

Date